



Succession Planning

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- As defined by Webster's dictionary
 - Succession - The act or process of succeeding to the rights or duties of another.
 - Planning - A scheme, program, or method worked out beforehand for the accomplishment of an objective.
- As defined by Spokane Transit HR team
 - Succession planning – The act of panic following notice of an employee's intent to retire.



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Employee category	Number of employees	Percent of total work force
Total workforce	488	100%
Employees age 56 & over	108	23%
Employees age 50 & over	247	52%
Employees within next 10 years to have 25+ years of service.	133	27%
Employees in above category who are less than 50 years old.	39	8%
Employees eligible to retire within 1-10 years.	73	15%
Employees eligible to retire within 1-15 years.	286	58%



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■ Senior Management Team (includes CEO)

- ☐ 1 of 3 can retire in 1-10 years with 25 years service 33%
- ☐ 1 of 3 can retire in 1-10 years based on age (65 years+) 33%
- ☐ 2 of 3 can retire in 1-15 years based on age/years of service 67%

■ Managers

- ☐ 2 of 14 can retire in 1-10 years based on age/years of service 14%
- ☐ 7 of 14 can retire in 1-15 years based on age/years of service 50%

■ Supervisors

- ☐ 2 of 17 can retire in 1-10 years based on age/years of service 53%
- ☐ 13 of 17 can retire in 1-15 years based on age/years of service 76%



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- *Does your agency participate in a succession program?*

We are currently developing a “casual employee” classification that will encourage retiring employees to work part time/on call to assist their successor(s). This is particularly valuable during

- ☐ initial job start/transition period,
- ☐ on large/unusual projects, or
- ☐ in specialized job functions.

This will be especially beneficial in positions that are one deep.



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- *Past successful experience plays a role in our planning.*
 - In the early 80's STA had operator/supervisors who were in a mentoring program to become supervisors.
 - After reviewing our current supervisor stats, we are considering implementing a similar program to address this upcoming need.



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- *Do you see value in succession planning?*

Yes, our organization has several unique positions that require institutional knowledge and specialized skill. Much of this knowledge is vulnerable to loss without a consciously considered succession plan in place.